



SEMINOLE COUNTY PLANNING & DEVELOPMENT DIVISION

1101 EAST FIRST STREET, SANFORD, FLORIDA 32771

TELEPHONE: (407) 665-7441 FACSIMILE: (407) 665-7385

www.seminolecountyfl.gov

LOT SPLIT

CONDITIONS

The following conditions **must** exist in order to split a parcel under this process per Seminole County Land Development Code Section 35.2:

- The property must be a parcel of record prior to July 28, 1970.
- Created parcels (lots) must have frontage on a public right-of-way. (20' of frontage for each lot)
- Newly created parcels must meet all zoning requirements, including minimum buildable lot area above the 100 year flood prone elevation, lot width, etc.
- Existing structures must meet the minimum setback requirements after the split without a variance.

REQUIRED ATTACHMENTS

LOT SPLIT INQUIRY

- Review fee of \$250.00 (will be applied towards lot split approval fee if completed within 1 year)
- Sketch of property locating any existing structures and/or sketch of proposed land split locating any existing structures

LOT SPLIT APPROVAL

- Review fee of \$250.00 (unless a lot split inquiry has been approved within 1 year)
- Topographical survey signed and sealed by an authorized land surveyor **may** be required based on the amount of property that lies within the 100 year flood plain as determined by FEMA maps. (must receive original)
- Dated copy of School Impact Analysis submitted to the School Board
- Complete legal description of the property to be split
- Legal description and sketch of newly created parcels
- Ownership Disclosure Form
- Owner Authorization Form, if applicable

DELIVERY METHODS

Completed forms and all of the **required attachments** may be sent via:

- **Hand delivery:** Seminole County Planning & Development Division, West Wing, Second Floor, Room 2028, 1101 East First Street, Sanford, Florida 32771
- **Mail:** Seminole County Planning & Development Division, 1101 East First Street, Sanford, Florida 32771
- **E-mail:** plandesk@seminolecountyfl.gov

SUBMISSION OF INCOMPLETE APPLICATIONS MAY CREATE DELAYS IN REVIEW AND APPROVAL



SEMINOLE COUNTY
PLANNING & DEVELOPMENT DIVISION

1101 EAST FIRST STREET, ROOM 2028
SANFORD, FLORIDA 32771

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<http://www.seminolecountyfl.gov/gm/devrev/index.aspx>

PROJECT #: _____

LOT SPLIT APPLICATION

OWNER INFORMATION

☐ OWNERSHIP DISCLOSURE FORM ATTACHED

NAME:		
ADDRESS:		
CITY:	STATE:	ZIP:
PHONE:	EMAIL:	

APPLICANT/AGENT INFORMATION

☐ OWNER AUTHORIZATION FORM ATTACHED

NAME:		COMPANY:
ADDRESS:		
CITY:	STATE:	ZIP:
PHONE:	EMAIL:	

SITE INFORMATION

PARCEL ID #:			
PROPERTY ADDRESS:			
WATER:	<input type="checkbox"/> SEMINOLE COUNTY	<input type="checkbox"/> WELL	<input type="checkbox"/> OTHER: _____
SEWER:	<input type="checkbox"/> SEMINOLE COUNTY	<input type="checkbox"/> SEPTIC	<input type="checkbox"/> OTHER: _____
ZONING:		FUTURE LAND USE:	
TOTAL ACREAGE:		BCC DISTRICT:	

REVIEW TYPE

<input type="checkbox"/> LOT SPLIT INQUIRY
<input type="checkbox"/> LOT SPLIT APPROVAL (EXPIRES 1 YEAR FROM DATE OF APPROVAL IF NEW LOTS ARE NOT RECORDED)
<input type="checkbox"/> REVIEW OF NON-PERMITTED SUBDIVIDING OF LAND

STAFF USE ONLY

PM:	REC'D DATE:	COMMENTS DUE:
<input type="checkbox"/> PROP. APPRAISER SHEET(S)	<input type="checkbox"/> PRIOR REVIEWS/APPROVALS:	
ZONING:	WATER:	LOCATION:
FLU:	SEWER:	
BCC:	ACREAGE:	